

UNION

Union Theological Seminary
Office of Student Affairs

Student Life Handbook

2023-2024



Updated 8/1/2023

A MESSAGE FROM THE ASSISTANT DEAN OF STUDENTS

Dear Seminararians,

Consistent with Union Theological Seminary's mission to prepare our students for committed lives of service to the church, academy, and society, The Office of Student Affairs endeavors to support the spiritual, physical, emotional, and social well-being of all students so that you may thrive.

You are the scholars, visionaries, ministers and leaders of the present and future that work toward all that our city, nation, and world can be: full of equity, justice, goodness and grace. Your studies at Union will enrich your spiritual and academic journey. We hope you will participate fully (mind, body, and soul) in the community life and learning opportunities at Union.

This handbook is a student-friendly guide to community life at Union. This handbook is designed to: [1] provide you with guidance as a new or returning student; [2] describe general policies and procedures; [3] inform you of your rights and responsibilities as a student; and [4] highlight services you may be eligible to receive.

We hope you find the Student Handbook a useful resource and encourage you to read it carefully. We hope that you will engage fully in all that Union has to offer. Here's to a great year!

Warmly,

Abigail Asgaralli

Assistant Dean of Students

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Schedule time to meet with me: <https://go.oncehub.com/asstdeanasgaralli>

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COMMUNITY STANDARDS

STUDENT COMMUNITY STANDARDS

Union strives to be a healthy, welcoming community to live and learn in for all of its members. As a member of our community, you have an equal responsibility to act with integrity and preserve our core values. Your individual duties and obligations include cooperation, respect, and participation.

Union expects members of the Seminary community to observe professional norms of scholarly discourse, academic integrity, and fairness. All members of the Seminary community are expected to exhibit a high level of personal integrity. Union insists on the greatest degree of freedom of inquiry, teaching, learning, and expression for all of its members. Thus, activities that disrupt the regular and essential operation of the Seminary, or which negatively impact the Seminary's reputation for academic excellence and personal integrity and accountability, are not permitted. Students or other members of the Seminary community may charge students with violating applicable standards of academic integrity and conduct. Students found guilty of violating these standards of integrity and conduct will be subject to appropriate disciplinary action including reprimand, disciplinary probation, suspension, or expulsion.

For academic standards and procedures, please consult the Academic Catalog.

POLICY ON NON-DISCRIMINATION

Union welcomes all persons and is committed through language and practice to cultivate an inclusive community. Union admits students regardless of age, color, national or ethnic origins, familial composition, sex, sexual orientation, marital status, race, racial, ethnic, cultural and gender identities and expressions, religious affiliation, faith tradition, socio-economic status, and disability. Students have access to all the rights, privileges, and programs Union makes available to students. Union does not discriminate on the basis of any of these factors in the administration of its educational policies, admissions policies, scholarships and loan programs, or other programs administered by the Seminary.

The Seminary is committed to providing an environment where students, faculty, and staff can enjoy the full benefits of the above policy.

INCLUSIVE LANGUAGE AT UNION

Union Theological Seminary is committed to equality for women, men, and transgender persons of every racial, ethnic, and religious background. Recognizing that language has often been used to imply racial and sexual inferiority, the Seminary urges students, faculty, and staff members to avoid discriminatory language and assumptions regarding race, sex, ethnicity, culture, gender, ability, family composition, marital status, sexual orientation, and gender identities and expressions of any kind in public discourse, classroom discussions, and written work. Failure to abide by appropriate behavioral norms in this regard may constitute grounds for discipline under the Seminary's anti-discrimination and anti-harassment policies.

<ul style="list-style-type: none"> • Housing concerns • Posting flyers on campus • Event space reservations 	Office of Housing and Campus Services, AD 39 Michael Orzechowski
<ul style="list-style-type: none"> • Spiritual formation needs • Noon worship services 	Worship Office, James Chapel Tower 2nd Floor Dean Dr. Sandra Teresa Soledad Montes Vela

STUDENT GRIEVANCE PROCEDURES

Concerns, complaints, and grievances by students arising out of Seminary policies concerning Title IX and Sexual Misconduct, Disability Services, Academic Appeals, and the Student Standards of Conduct shall be governed by the policies, procedures, and mechanisms for redress set forth in this Student Handbook. Complaints against Seminary faculty or staff may be superseded or may be governed, in whole or in part, by the policies and procedures set forth in the Faculty Guide, the Employee Handbook, or by the provisions of any applicable Federal, State, or local law.

Students who are unclear about which policies, procedures, apply in a given situation, particularly those not expressly covered in the Student Handbook, should consult with the Assistant Dean of Students, the Academic Dean, or the Associate Dean for Academic Administration for guidance. The final determination regarding which, if any, policies or procedures in the Student Handbook, Faculty Guide, or Employee Handbook may be applicable to a particular concern, complaint, or grievance rests in the sole discretion of the Academic Dean. In the event that the Academic Dean is the subject of the complaint, then this final determination shall be made by the President or by the President’s designee. This final determination made by the Academic Dean or by the President (or designee) is not appealable.

Regardless of whether or not a formal policy is applicable or grievance procedures are available to an aggrieved student in a particular instance, students are encouraged to attempt to resolve complaints and grievances directly with the faculty, staff, or other student(s) whose alleged acts or omissions have given rise to their concerns or complaint. However, direct contact with involved individuals should not be attempted if the risk of physical harm to anyone is foreseeable. When the student believes that such direct contact is not feasible or may be counterproductive, the student may seek the assistance of one of the following persons to facilitate an informal resolution: the Assistant Dean of Students, the Associate Dean for Academic Administration, or the Academic Dean. In cases involving sexual misconduct, discrimination, or harassment, the student may enlist the Title IX Coordinator as set out in the policies contained in this handbook. In the case of complaints involving the Academic Dean or the Assistant Dean of Students, the student may enlist the assistance of the President or the President’s designee.

1. Definitions and Organization of the Disciplinary Review System

1.1. Student: any person enrolled in a degree or non-degree program at Union or taking courses or participating in activities at Union as students. All students fall under the jurisdiction of the Community Standards. Any alleged infraction that was committed by an

individual while that person was a student or on the Union campus may be addressed under this policy. If an accused student is enrolled at another institution, that student may also be referred to his or her primary institution at the discretion of Union.

1.2. Jurisdiction: Misconduct committed by students. Students who also serve as Union employees may be subject to separate disciplinary proceedings by virtue of their employment status. Nothing in the Standards shall prevent an investigation or discipline under other applicable Seminary policies.

1.3. Role of the Office of the Academic Dean: The Office of the Academic Dean has an overall responsibility for overseeing proceedings on and all matters related to the enforcement of the Seminary's Academic Integrity or General Misconduct policies. The Office of the Academic Dean will determine whether complaints should be referred to the Discipline and Dispute Resolution Committee and bring complaints as necessary or resolve complaints by voluntary agreements.

1.4. Discipline and Dispute Resolution Committee (DDRC): The DDRC is responsible for hearings related to alleged violations of Union policies by students, other than policies related to academic integrity. It is chaired by the Academic Dean or their designee and shall be comprised of the Assistant Dean of Students, one faculty member and one student chosen by the Academic Dean or the Dean's designee. The General Counsel of the Seminary, or outside counsel, may advise the DDRC as needed along with other individuals of varying expertise, if the pending case warrants additional consultation. Faculty and student DDRC members shall serve two-year staggered terms to ensure continuity as members of the DDRC rotate on and off the committee. DDRC hearings are conducted by the entire member panel of the DDRC convened by the Office of the Academic Dean.

1.5. Advisors: A Union faculty or staff member of student in good standing can serve as an advisor during the DDRC process and can help students involved in disciplinary proceedings to understand the disciplinary process, respect and comply with the provisions of this policy, and deal with all aspects of the process. An attorney may also serve, but the Office of the Academic Dean must be alerted in written no less than five calendar days before the hearing if an attorney will be present. Dates and times of hearings will not be changed to accommodate an advisor's schedule.

1.5.1. An advisor may accompany any complainant, witness, or respondent to, and may participate in, any meeting regarding a disciplinary complaint. Advisors also may accompany complainants, respondents, and witnesses to hearings, but **may not participate** in such hearings. An advisor to a respondent may quietly advise the respondent during the hearing but shall do so in a way that does not disrupt or taint the proceedings. If an advisor engages in disruptive or inappropriate behavior, in which determination is in the sole discretion of the DDRC chairperson at the proceeding, the advisor may be dismissed from the proceeding, but such dismissal shall not cause the proceeding to be suspended or terminated unless the chairperson, in her or his sole discretion, determines a suspension or termination to be warranted.

2. General Misconduct: Reviewed by the Discipline and Dispute Resolution Committee

2.1. Any member of the Union community may bring a complaint about student conduct to the attention of the Academic Dean. Doing so in no way limits the complainant's rights to bring such matters to the attention of other Seminary offices, officers, or resources, or to seek recourse outside Union through civil or criminal legal proceedings.

2.2. General misconduct includes, but is not limited to:

- Obstruction or disruption of teaching, research, administration, Union procedures and activities, or other authorized activities on Union premises, including public service functions on or off the premises.
- Engaging in or threatening to engage in behaviors that by virtue of their intensity, repetitiveness, or otherwise, endanger or compromise the health, safety or well-being of oneself, another person, or the general Seminary community or that disrupt the effective continuation of the academic/educational process for individual students or for the general Seminary community. Such behaviors include, but are not limited to, threatening, tormenting, mocking, intimidating and exploiting known psychological or physical vulnerabilities or impairment.
- Abusive behavior toward a Seminary employee or agent acting in the performance of their duties.
- Physical violence, actual or threatened, against any individual or group of people.
- Harassment, sexual abuse, or misconduct. Please note that a separate policy exists in this handbook with respect to harassment, sexual abuse, or misconduct, and the DDRC reserves the right to refer complaints in this area to be reviewed and proceed under that policy).
- The unlawful possession, use, or distribution of illicit drugs, unlawful drug paraphernalia, and alcohol, including public intoxication.
- Failure to comply with authorized directions of, or furnishing false information to, Union officials or representatives of the DDRC acting in the performance of their duties.
- Knowingly have in one's possession upon the premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written and explicit authorization of the President, whether or not a license to possess the weapon has been issued to the person.
- Willfully incite others to commit any of the acts prohibited in this section with the intent to cause them to do so.
- Violation of any provision of the Union Alcohol and Drug Safety Policy included herein.
- Take any action, create any situation, or participate in the creation of any situation which recklessly or intentionally endangers the mental or physical health of any person, including endangering the mental or physical health of any person for the purpose of entering, being initiated into, or affiliating with any organization.
- Compel the consumption of alcoholic beverages or drugs by another person, including compelling the consumption of alcoholic beverages or drugs by any person for the purpose of entering, being initiated into or affiliating with any organization.
- Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, or meetings or attempt to disrupt or prevent the freedom of any person, including invited speakers, to express their views.

- Disorderly, disruptive or antagonizing behavior that interferes with the safety, security, health or welfare of the community and /or the regular operations of the community.
- Knowingly allowing one’s guests or visitors to violate this policy or other University policies, or failing to monitor the behavior of one’s visitors or guests to assure their adherence to such standards.
- Participating in any adverse action against any individual for making a good faith report of prohibited conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing or any other conduct that would discourage a reasonable person from engaging in activity protected by this policy. Unauthorized entry or use of Union facilities or unauthorized possession or use of Union property or property of others.
- Forgery, alteration, or misuse of Union documents, records, or identification, furnishing false information to Union, or possession of any false identification or identification belonging to another person.
- Identity theft: Possessing or using another person’s name, address, Social Security number (SSN), bank or credit card account number, or other identifying information without that person’s knowledge, and with the intent to commit fraud or other crimes.
- Theft or other abuse of computer facilities and resources including but not limited to: any violation of Seminary computer use policy, using computing facilities and resources to send obscene or abusive messages or other unauthorized use of computing facilities and resources.
- Vandalizing, damaging, destroying, defacing, or removing Union property or property under its care, or the property of others.
- Violation of any residence hall policy including fire safety standards and guest policy.
- Violations of any other Union policy, rule, or regulation, or of federal, state, or local law.

2.3. Students taking only non-credit courses are guests of the Seminary. They are required to conform with Seminary standards of behavior, but are not entitled to the dispute resolution, grievance or hearing provisions, or the appeal rights set forth below and herein, that are afforded to Seminary students enrolled in degree programs or for-credit students. In the event of an alleged violation of the student standards of conduct or other inappropriate behavior by a student taking a non-credit course, the discipline or remedy imposed by the professor or instructor of that course shall be reviewable only by the President or the President’s designee; the process employed in connection with such a review, the standards of review and the review determination shall be in the sole and exclusive discretion of the Academic Dean, whose determination shall be final.

DISCIPLINARY REVIEW PROCESS

3. Informal Procedures

3.1. When an issue arises involving general conduct of a student, the Student Code provides informal avenues by which the complaint may be resolved:

- Personal/Informal Resolution: It is recommended that a complainant consider addressing the person against whom the complaint is being made. Such informal efforts at resolution often are successful. However, this effort is not required, and students are particularly cautioned that they should immediately report any circumstance where the

complainant feels an imminent threat of harm or danger from the person against whom the complaint is being made.

3.2. Mediation:

- Union encourages mediation of disputes, whether involving academic integrity or general conduct, whenever practical and appropriate. Mediation may take place only if the complainant and respondent agree to participate; a matter is resolved through mediation only if all parties agree on a resolution. Mediation usually occurs within the office of the Assistant Dean of Students, but may be delegated elsewhere.
- General Misconduct: In situations involving alleged general misconduct, any involved party may contact the Office of the Academic Dean with a request for mediation. A representative of the Office of the Academic Dean may then convene a meeting to discuss possible resolution of the matter. If, as part of the mediation, a resolution is agreed to that involves the imposition of sanctions, these will be communicated in writing to the student by the Academic Dean and handled by the Academic Dean.

4. Formal Procedures

4.1. If attempts at personal resolution or mediation fail, or any member of the community wishes to bypass informal procedures and/or mediation and file a formal complaint, the complainant shall notify the Academic Dean in writing. The Academic Dean will convene a Hearing Panel, which will comprise the entire DDRC (for general misconduct complaints) or the Committee on Standing (COS) (for Academic Integrity Complaints). The Academic Dean shall then deliver to the charged student a statement of the charges being brought, the student's rights in the proceeding, and potential consequences.

4.2. The student shall be informed, in writing, of the reasons for the proposed disciplinary actions with sufficient particularity to insure an opportunity to prepare for the hearing. At least seven days' notice of the hearing will be given to both parties.

4.3. A hearing may be expedited in appropriate circumstances, including disciplinary matters involving students who have been placed on mandatory temporary suspension or conditional attendance, graduating students, or students who are about to take a leave of absence or leave campus to study elsewhere. Students who withdraw from Union remain subject to this Code and hearing policy.

4.4. The Hearing Panel may seek advice from the General Counsel or outside counsel, if necessary. The Academic Dean is responsible for ensuring that the process occurs in a timely fashion.

4.5. All members of the Union community are required to cooperate with these policies and procedures. Individuals who are interviewed or called as witnesses (including respondents and complainants) are obligated to provide honest and complete statements during the process.

4.6. Disciplinary or dispute hearings are not trials, and they are not governed by rules of procedure, evidence, or judicial formality. They are designed to encourage open discussion among the participants that promotes the Hearing Panel's understanding of the facts, the

individuals involved, the circumstances under which the alleged incident occurred; the nature of the conduct, and the attitudes and experience of those involved. All information, including hearsay evidence, may be considered.

4.7. The following procedures and standards apply to all hearings:

- Participants in the process may be accompanied by advisors as described in Section 1.5 above; participation of advisors shall be limited as set forth in the preceding section.
- No less than three days prior to the hearing, the parties shall submit to the Academic Dean and to each other all documents that they anticipate submitting as evidence and the names and anticipated areas of testimony of any witnesses. The Hearing Panel may exclude any evidence that is not submitted in accordance with this provision, but may consider such evidence if the party offering it demonstrates a good reason for failing to include it in the exchange of evidence.
- The complainant and the respondent may each make a brief opening statement and a brief closing statement.
- All matters upon which the decision may be based must be introduced into evidence at the proceeding. The decision shall be based solely upon such evidence, but the traditional rules of evidence shall not apply, and hearsay shall be admissible, if in the discretion of the Hearing Panel such hearsay is probative and appropriate.
- The burden of proof rests upon the person bringing the charge. The Hearing Panel will presume a respondent innocent, unless proven responsible for a violation by a preponderance of the evidence.
- There shall be a single official record, such as a tape recording or transcribed notes, of all hearings. Hearing Panel deliberations shall not be recorded. The record shall be the property of Union.
- If the accused fails to appear at the hearing, proceedings will continue. Evidence may be presented and considered even if the accused is absent.
- After the hearing concludes, the Hearing Panel shall deliberate in private. Upon reaching decisions on the charges and any recommended sanctions, the Hearing Panel will promptly advise the respondent of its decision. The Hearing Panel will then promptly deliver a brief written decision and any recommended sanctions to the Academic Dean who will communicate the findings of the Hearing Panel in writing to the respondent.
- All decisions of the Hearing Panel require a majority vote.

4.8. A student who wishes to appeal a decision must submit a written appeal, including any evidence supporting the appeal, to the President within fourteen calendar days following written notification of the decision from the Academic Dean. The President will be given access to any evidence submitted at the hearing. After review, the President will notify the student in writing of their decision, which will be final. The decision on appeal is the final decision of Union.

- If the President brought the action against the student, their function with respect to that appeal shall be discharged by a full professor, who will be selected by lot from professors of that category.

4.9. In an emergency or other extraordinary situation, including but not limited to a situation involving health and safety, threatened violence, serious criminal behavior, or circumstances presenting a credible risk of harm to the mental or physical well-being of one or more members of the Seminary community, the President or Academic Dean may take such interim disciplinary action, including but not limited to suspension from studies, suspension from campus housing, expulsion from campus housing, or such other conduct as is deemed, in the discretion of the President or the Academic Dean, necessary to deal appropriately with the situation pending a hearing or a decision on appeal, which shall take place as soon as practicable.

5. Disciplinary Sanctions. Disciplinary sanctions may include but are not limited to one or more of the following:

5.1. Reprimand: an admonition and an official written warning, course or grade failure.

5.2. Restitution: repair or replacement of property when loss or damage is part of the offense.

5.3. Restriction: loss of privileges consistent with the offense and the rehabilitation of the student.

5.4. Disciplinary probation: placing a student in a probationary status that takes away the privilege of holding office and may also include social restrictions.

5.5. Suspension: dismissal from Union and/or its residence halls for a specified time. Suspension, pending a hearing, may be imposed when there is reason to believe the action is necessary to maintain Union functions or to protect the safety of individuals.

5.6. Expulsion: permanent dismissal from Union and/or its residence halls.

5.7. Revocation: withholding or repealing admission or a degree award based on fraud or misrepresentation.

5.8. Counseling, evaluation, and treatment programs: in some cases of misconduct, such as those committed under the influence of alcohol or other drugs, participation in an evaluation and/or treatment program by an approved counseling service may be required as a part of a sanction. The successful completion of treatment, certified by the provider of the treatment, may also be a condition of readmission to Union or a condition for remaining at Union.

6. Additional Safety and Wellbeing Measures

Union recognizes the importance of student academic progress and personal wellbeing. Bearing in mind the safety and wellbeing of all members of its community, the Seminary may take the following actions against a student who is manifesting behavioral issues that may impede their safe and successful participation in the academic program, or that threaten the safety or well-being of others.

6.1 Temporary Suspension Policy/Procedure. If a student commits an act deemed threatening or dangerous to self or others, the Academic Dean (or, in their absence, the Assistant Dean of

Students) can immediately affect a Temporary Suspension from the Seminary and/or residence halls. The Temporary Suspension will be in writing and delivered to the student and cannot be appealed. Such a suspension will be in effect until the student meets with the Academic Dean or designee(s), who will then decide whether to continue or lift the suspension in consultation with other members of the Academic office and outside authorities as deemed necessary. If a decision is made to lift the suspension, the student will receive written permission to return to class and/or the residence halls. If the student is not permitted to return to the Seminary, procedures for Involuntary Withdrawal will be followed. If the student is not allowed to return to the residence halls, their emergency contact will be notified.

6.2. Involuntary Withdrawal. The Seminary may discontinue the enrollment of a student whose conduct prevents safe and successful participation in his or her academic program, disrupts or impedes the work of other students, faculty or administrative staff, or threatens the safety or wellbeing of others. This decision shall be made by the Academic Dean in consultation with various members of the academic office and others as deemed appropriate. The student will not be eligible to re-enroll until the Conditions for Continuance as a Student have been met. An involuntary withdrawal may be appealed. A student who wishes to appeal this decision must submit the appeal in writing to the President's office within five business days of the decision. The President's office will review the appeal and provide the final decision to the student within seven business days of receipt. There is no further appeal of the President's decision.

6.3. Conditions for Continuance as a Student. A student who has faced either of these sanctions is required to meet certain requirements before being permitted to return to the Seminary, including a recommendation for readmission or continuance by a qualified professional designated by the Seminary. The student may also be required to enter into a behavioral contract to establish conditions under which that student may continue or resume enrollment at Union. Conditions may include reduced course loads or maintenance counseling with a licensed professional. Final readmission authority for a re-entering student rests the Academic Dean, in consultation with others. The Academic Dean reserves the right to require administrative evaluations with subsequent recommendations through the Office of Student Affairs.

7. Disciplinary Records and Confidentiality

7.1. Records of disciplinary proceedings are maintained by the Office of the Academic Dean. Records are only entered into the student's official Seminary file when a final disciplinary sanction is rendered and any appeals are concluded.

7.2. All disciplinary proceedings, the identity of individuals involved in particular disciplinary matters, and all disciplinary files, testimony, and findings are kept confidential to the extent possible.

CONDUCT STANDARDS AT CONSORTIUM SCHOOLS

Our consortium schools (i.e., Columbia, Jewish Theological Seminary, New York Theological Seminary, General Theological Seminary, Hunter College, etc.) have separate Rules of University Conduct, which apply to all who visit their campuses or use their facilities. Violations of these Rules can lead to sanctions including the eradication of permission to visit these campuses or use of its facilities, and suspension or dismissal from Consortium school courses in which a Union student may be enrolled.

TITLE IX AND SEXUAL MISCONDUCT POLICY

In May 2020, the U.S. Department of Education issued new regulations mandating how colleges and universities must investigate and adjudicate sexual misconduct, and specifically sexual harassment cases, under Title IX, the federal law prohibiting discrimination on the basis of sex in educational programs or activities. The regulations went into effect August 14, 2020. You can find Union's Policy at this link: <https://utsnyc.edu/about/institutional-info/>.

ANTI-DISCRIMINATION AND HARASSMENT POLICY AND COMPLAINT PROCEDURE

Union is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Union expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of Union to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, sex, gender (including gender identity and expression), pregnancy, religion, creed, national origin, age, alienage and citizenship status, status as a perceived or actual victim of domestic violence, physical or mental disability, marital status, sexual orientation, military status, partnership status, genetic predisposition or carrier status, arrest and or conviction record, or any other individual or groups of individuals protected by federal, state or local laws.

Union encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Union to promptly and thoroughly investigate such reports. Union prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Other Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- b) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants, employees, and others who perform services to Union (i.e., consultants, contractors, interns, etc.) whether related to conduct engaged in by fellow employees or someone not directly connected to Union (e.g., an outside vendor, consultant or visitor).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, the Office of Human Resources or any member of management.

When possible, Union encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Union recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Union strongly urges the prompt reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the Union's policy or who have concerns about such matters should file their complaints with their immediate supervisor or the Office of Human Resources. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Union- designated representatives identified above.

The Complaint Form for Reporting Harassment/Discrimination is included in Appendix I of the Policy (pg. 17 of th Student Life Handbook)

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe to the Office of Human Resources. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Union strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Union will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its employees.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Additionally, the investigation may include a review of relevant documents, emails or phone records, as applicable.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. We urge any individuals who participate in the investigative process to keep all information confidential. All employees and third parties doing business with Union are expected to cooperate in any investigations conducted by or on behalf of Union.

When Union has completed its investigation, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation. Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. If Union determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee up to and including termination of employment.

If a party to a complaint does not agree with its resolution, that party may appeal to the President of Union or their designee.

Retaliation

Union prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Office of Human Resources.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described above.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

External Remedies

All forms of discrimination and harassment, including sexual harassment, are not only prohibited by Union's policy, but are also prohibited by federal, state and local law. In addition to the internal complaint procedures outlined above, employees may also choose to pursue legal remedies in state or federal court or with administrative agencies, which have the authority to award various forms of relief. Please be mindful that failure to use Union's internal complaint procedure may limit an individual's ability to file or maintain a claim with an administrative agency or in a lawsuit.

In New York City, the applicable governmental agencies are: The United States Equal Employment Opportunity Commission (EEOC) – For more information, visit www.eeoc.gov; The New York State Division of Human Rights (DHR) – For more information, visit www.dhr.ny.gov; The New York City Commission on Human Rights (CHR) – For more information, visit www.nyc.gov/html/cchr/html/home/home.shtml.

Finally, if the harassment involves unwanted physical touching, coerced confinement or coerced sexual acts, employees may want to contact the local police department.

APPENDIX I

COMPLAINT FORM FOR REPORTING HARASSMENT/DISCRIMINATION

If you believe that you have been subjected to or have witnessed workplace harassment or discrimination, you may use this form to provide information supporting your concern(s) to the Chief Human Resources Officer & Title IX Coordinator, or any of the other individuals identified in Union’s Non-Discrimination and Anti-Harassment Policy. If you are more comfortable reporting verbally or in another manner, you may do so.

COMPLAINANT INFORMATION

Name: _____

Work Phone: _____ Job Title: _____ Email: _____

Preferred Communication Method:

COMPLAINT INFORMATION

1. Please describe the conduct or incident(s) that is the basis of this complaint, including the name and contact information of any relevant witnesses, relevant dates/locations of the conduct or incident(s) discussed, and your reasons for concluding that the conduct is harassment or discrimination. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

2. Have you previously complained or provided information (verbal or written) about the conduct or incident(s) to a supervisor, manager, and/or the Office of Human Resources?

1 Yes 1 No

If yes, when and to whom did you complain or provide information?

3. Have you filed a claim regarding this matter with a federal, state or local government agency?

1 Yes 1 No

Have you instituted a legal suit or court action regarding this matter?

1 Yes No

Have you retained legal counsel with respect to this matter?

1 Yes No

I affirm the information I am providing is accurate to the best of my recollection and that I will cooperate with Union’s investigation of this matter.

SIGNATURE:

DATE:

POLITICAL ACTIVITY AND LOBBYING

Discover UTS's commitment to academic excellence, diversity, social justice, and compassionate wisdom in our policies, linked on this page:
<https://utsnyc.edu/about/union-policies/>

COMMUNICATIONS & PUBLICATIONS

- **Campus Monitors**

Flat screen monitors located in the Hastings Lobby and "The Pit" display upcoming campus events, chapel services, classroom assignments, the central calendar, and other pertinent campus communications.

- **Student Digest**

The Student Digest is a weekly e-newsletter for Union students and contains up-to-date information on activities (both on and off campus), job opportunities, as well as important community announcements. Students are encouraged to submit content to the Student Digest to promote upcoming programs & events via the following online form:

https://utsnyc.formstack.com/forms/sd_submit or by emailing

studentdigest@utsnyc.edu. Please be advised—submissions to the Student Digest must be received by Thursday at 5 PM to be included in the Sunday afternoon edition.

- **The Heretic:** Union's student newspaper, sponsored by the Student Senate.

- **Marketing & Communications Support**

The Office of Marketing & Communications is responsible for maintaining Union's public website and social media accounts. Students wishing to publicize upcoming programs & events should consult with this department to understand what kinds of services—design, social media, e-news—can be leveraged. Please provide a minimum of two weeks' notice for any communications support requests. For more information, please contact Ian Reese at 212-2580-1591.

- **Union Network**

Union's magazine for alumni/ae and friends is produced by the Office of Development & Alumni/ae Affairs and is published bi-annually. Copies are made available to all Union students.

- **All-Student E-mail Distribution List**

Student e-mail distribution lists were created in order to facilitate the flow of important information from the faculty, administration, and student representatives of student groups to all the students. The purpose of the list is for ANNOUNCEMENTS ONLY. Messages must be official and directly pertain to all students. Students cannot opt off the list and must delete any unwanted messages.

Poster and Bulletin Board Protocol

- All notices, posters and/or fliers whether concerning on or off campus or private events must be approved and stamped by the Director of Housing and Campus services in Office A39, before being displayed/posted in designated areas. However, please be reminded that all student events must be approved first by the Office of Student Affairs prior to the creation of any notices, posters and/or fliers.
- All notices, posters and/or fliers will need to include the name of the (co)sponsoring caucus' or seminary office or individual, and the date(s) of the event. No anonymous notices, posters, or fliers will be permitted or approved.
- Notices, posters, and fliers will be stamped for a period of no more than 30 days.
- No posters in the seminary complex may ever appear on glass doors or windows with the exception of same day announcements of campus emergencies, or urgent announcements by facilities and seminary administrators.
- Posters may be posted on designated BULLETIN BOARDS & ELEVATORS ONLY, unless special approval is given by the Director of Housing and Campus Services.
- Seminary employees may post announcements outside of their offices or on their office doors. (For example, XYZ is out for the day or at lunch, etc.) These announcements do not need to be stamped.
- Notices, posters, and fliers that are unauthorized or placed in non-designated locations will be removed.

EVENT PLANNING AND USE OF PUBLIC SPACE

Union requires all events; large and small, public and private, be approved and scheduled several weeks in advance of the date of the event. This enables the seminary staff to know what is occurring in particular buildings and rooms at all times, and to know who is responsible for an event if questions arise. The date, time and room of the approved event is entered into a scheduling system maintained by the Facilities Department and distributed to our front desk personnel. There is usually no room rental fee for events sponsored by Union for the Union Community. There is a fee schedule for space rental to a person or organization from outside the Seminary or for Union community members organizing a private event. These rental fees are an essential part of the Seminary's income. Please consult with Student Affairs and the Office of Housing and Campus Services before planning any event.

Students are required to submit a **ROOM RESERVATION REQUEST FORM:**

https://utsnyc.formstack.com/forms/room_reservation_request

Reminder: It is a **request** and the event is not considered final until confirmed by either Facilities (staff/faculty events) or Campus Services (student events).

This form must be submitted at least **four weeks** in advance of the desired event date.

Requests are discussed weekly on Fridays and evaluated by an events team; the event host, as indicated on the form, will be contacted within 7-10 days following the submission of the request.

Scheduling Basics:

- Event or meeting planners must identify the person in charge AT AN EVENT who will be present throughout and should supply contact information to the Hastings Desk.
- Events may involve expenses, such as honoraria, travel, security, facilities overtime, etc., and if that is the case the seminary department to be billed or the seminary budget number to be charged must be supplied on the Room Reservation Request Form and approved by the department head.
- **A Security Guard IS REQUIRED** for an event when more than 50 people from off-campus/public may attend **and/or** if the event occurs between Friday 5pm-Monday 9am (weekend). The cost for the extra security guard will be billed to the event budget or sponsor. This information can be confirmed by Bass Diop (bdiop@uts.columbia.edu) who can quote you for those services.
- If you require more than basic Information Technology (IT) services, this may incur a cost, confirmed by Don Joshua (djoshua@uts.columbia.edu) who can quote you for those services. Basic IT services include: projectors, laptops, WiFi access, Zoom access.
- Some room set ups (especially those occurring on a weekend) may incur an additional cost, confirmed by Mike. O (michaelo@uts.columbia.edu) who can quote you for those services.
- Special clean-up, or clean-up / set-up outside normal work hours, will be billed to the event budget or sponsor. Payment may be required in advance.

Event categories and requirements:

- All student events generating expenses must be pre-authorized by the appropriate office or designated person(s). The Office of Student Affairs is available to direct point students in the right direction.
- Events co-sponsored with outside groups/individuals require approval from the Assistant Dean for Student Affairs approval for student events. Events held In James Chapel also require approval of the Dean of Chapel. The Director of Housing and Campus Services must meet with the co-sponsor(s) before the event is scheduled to facilitate the space reservation contract, insurance requirements and source of funding details.
 - a) Events may involve expenses, such as honoraria, travel, security, facilities overtime, etc., and if that is the case the seminary department to be billed or the seminary budget number to be charged must be supplied on the event application and approved by the department head.
 - b) Representatives from Senate/Caucuses can be reimbursed when paying for products, but are never authorized to pay individuals for services directly.
 - All honoraria and other payments for services must be requested through the Student Senate Treasurer and then paid directly to those providing the specified services by Union.
 - Social Security Numbers or Federal I.D. Numbers are required in these cases for tax reporting reasons.
- Individual members of the Union community (students, faculty, and staff) may plan a personal event at Union on any day of the week provided the space is available. The Director of Housing and Campus Services must meet with the applicant before the event

is scheduled to determine if approval is required, facilitate the space reservation contract, lay-out insurance, security requirements, and the source of funding details.

HEALTH AND WELLBEING

The Assistant Dean of Students has responsibility for promoting the well-being of students at Union in collaboration with Student Life Assistants and the Director of Housing and Campus Services. These positions oversee the co-curricular and extracurricular programming of student activities at the Seminary to maintain a positive environment for living and learning.

WORSHIP AND PASTORAL CARE

Spiritual life has nearly as many definitions as there are people engaging in its expression. At Union and in New York City there are unlimited opportunities to participate in a wide variety of spiritual practices. James Chapel, located on Union's campus, is the setting for regular chapel worship during the academic term at 12:00 PM, Monday through Thursday as well as special services at various times throughout the week. You may volunteer to participate or be invited; the Dean of Chapel works with students and faculty in planning these services. Participation in the Seminary Choir and the Gospel Choir provides opportunities for singing in chapel services and other special events. For more information please contact our Dean of Chapel, Dean Dr. Sandra Montes Vela at smontes@uts.columbia.edu.

PASTORAL/SPIRITUAL CARE RESOURCES

Union's diversity, academic rigor, and fast-paced New York City location make the Seminary an especially challenging place for students, faculty, and staff alike. The following resources exist to assist community members requiring pastoral and spiritual care and counseling: Interfaith Ministers, hours by pre-arranged appointment:

Reverend Bertram Johnson bjohnson@utsnyc.edu
Reverend Fran Thiessen fthiessen@utsnyc.edu

RESIDENTIAL LIFE AND COMMUNITY ENGAGEMENT

Student Life Assistants (SLAs) are available to provide peer support and mediate conflicts as they arise in the residential community. SLAs also develop community programming for residential and non-residential students and serve as advocates and liaisons for residential and community issues.

Student Life Assistants for the 2022-23 Academic Year:

Radiance Richardson, she/her (Hastings Hall) rr3365@utsnyc.edu

Jordan Jones he/him (Hastings Hall) jj3263@utsnyc.edu

Either SLA can be reached by phone at: 862-212-0401

COLUMBIA HEALTH

Columbia Health offers a broad range of on-campus and virtual services including routine and urgent medical visits, short-term mental health counseling, sexual violence prevention and advocacy services, and prevention-oriented health programming.

- **Primary Medical Care Services** are available for a wide variety of concerns, including routine and urgent medical care, sexual and reproductive health, immunizations, and confidential HIV testing. You can see the full offerings at <https://health.columbia.edu/services/primary-care>.

The offices are located at John Jay Hall, 519 W 114th Street, 4th floor. For appointments and 24/7 urgent care call 212-854-7426.

- **Columbia University Counseling and Psychological Services (CPS)** support the psychological and emotional well-being of students by providing counseling, consultation, and crisis intervention. CPS offers short-term individual counseling and referrals for longer-term care. Union students are welcome to select a personal mental health clinician. Bios are available online. You can see a list of all services at <https://health.columbia.edu/content/counseling-and-psychological-services>.

CPS is located in Lerner Hall 2920 Broadway, 5th and 8th floors. For appointments and 24/7 urgent care call 212-854-2878.

- **Alice! Health Promotion Services** is a health education website supported by a team of Columbia Health research specialists, health care providers, writers, and other professionals offering up-to-date information on a wide variety of priority health issues. <https://health.columbia.edu/content/alice-health-promotion>
- **Dodge Fitness Center** has memberships available to purchase for students, faculty, and staff of Union, located at 3030 Broadway, which are available by the semester or by the year. Membership to the Dodge Fitness Center also allows Union students to join Columbia Club Sports teams. For membership fees and detailed information on the Center call (212) 854-2546 or visit the website: <https://perec.columbia.edu/>.

- Health-Related Emergencies: 24/7

- **Columbia University Emergency Medical Services (CU-EMS)** is a New York State-certified, Basic Life Support (BLS) volunteer ambulance corps that provides pre-hospital emergency medical care, free of charge, to Columbia University's Morningside Heights Campus, surrounding University-owned buildings, and the surrounding area 24 hours a day, 7 days a week, 365 days a year at (212) 854-5555.

- **St. Luke's Hospital** at 113th Street and Amsterdam is the nearest emergency room to Union's campus and is open 24 hours a day. Ambulance service to St. Luke's Hospital Emergency Room is available by dialing 911.

24-HOUR HOTLINES AND REFERRAL SERVICES

Sexual Violence Response (SVR) (212) 854-HELP (4357): provides trauma-informed, confidential support through crisis counseling/intervention, advocacy, prevention, and outreach focused on interpersonal violence and harassment.

New York State Office of Mental Health 24/7 Crisis text line: Got5 to 741741

New York State Office of Addiction Services 24/7 HOTLINE: 1-877-8-HOPENY. Text: 467369 Provides anonymous, confidential information and referrals.

New York State AIDS Hotline (800) 541-2437: Recorded messages available on transmission, prevention, diagnosis, treatment of HIV/AIDS, and general information on STDs. Referrals are given for HIV Testing and other related services.

New York State HIV Counseling Hotline (800) 872-2777: Counselors are available to answer questions about HIV/AIDS/STDs and provide referrals for related services.

National Eating Disorders Association Information and Referral Helpline (800) 931-2237: Support services, help, and guidance for individuals struggling with disordered eating.

Gay and Lesbian National Hotline (888) 843-4564: Hours: Monday - Friday: 4 PM – 12 AM; Saturday 12 PM – 5 PM. Provides peer counseling, information, and referrals.

CONNECT's Legal Help Line (212) 683-0605: Founded in 1993, CONNECT is dedicated to the prevention and elimination of interpersonal violence in New York City.

New York State Adult Domestic Violence Hotline (800) 942-6908

NY Women's Foundation Violence Prevention Program English/Spanish HOTLINE: (800) 664-5880

NYC Youth Connect Youthline (800) 246-4646: Confidential and anonymous crisis intervention and resource hotline.

Rape, Abuse, and Incest National Network (RAINN) (800) 656-HOPE: Connects callers directly to the rape crisis center nearest them.

National Suicide Prevention Hotline (800)273-8255

The Samaritans (212) 673-3000: A confidential, non-religious crisis hotline, providing support to those individuals and groups who are in crisis, have lost someone to suicide, and/or are feeling suicidal.

Cocaine Anonymous: www.ca.org

Narcotics Anonymous: www.honyana.org (NY area)

Alcoholics Anonymous: www.aa.org

Marijuana Anonymous: www.ma-newyork.org

HEALTH INSURANCE AND COLUMBIA HEALTH SERVICES FEE

All Union students are required to have adequate health insurance. You may elect to purchase Columbia Health Insurance through the Columbia Student Medical Insurance Plan, which is administered by Aetna Student Health. This coverage is also available to dependents at an additional cost. Alternatively, if you are carrying other health insurance and do not wish to enroll in Columbia's plan, you must provide proof of comparable coverage to Union.

All *full-time* students, students living in Seminary housing, and students who are enrolled in Columbia Health Insurance (whether full-time or not) are required to pay Columbia University's Health Services Fee, which is automatically charged to your student bill each semester. **Students in at least one of the three statuses listed above cannot waive this fee.** The fee is used to cover expenses for basic medical services, health education, counseling, and wellness programs offered by Columbia University Health Services, which you have full access to as a Union student.

More information about the Health Services Fee and the Columbia Health Insurance Plan, including details about your benefits package, is at: <https://myunion.utsnyc.edu/myunion/health-insurance>. Please note that the information posted here is the most up-to-date available.

Health Insurance Plan fees cover the school calendar year; **summer insurance** is included with the spring coverage.

The following considerations should be taken into account concerning student health insurance:

- Students should keep a written record with copies of all bills received and all claim forms submitted, and record dates and procedures followed (visit to the Health Service, hospital, etc.).
- Remember that the insurance may not cover total cost of treatment, so students should prepare to pay the difference or work out a plan with the service provider. This will avoid involving a collection agency. It is recommended not to let more than a couple of weeks go by before attending to the details above. The Office of Student Affairs (AD106) sends lists of students who have paid their Health Service and insurance fees to Columbia Health Services and Aetna Student Health.
- Questions concerning health coverage should be directed to the Office of Student Affairs for verification.
- Columbia Health Services is open throughout the summer to provide Primary Care Medical Services and Special Services for Women.
- Health services and insurance are essential. Please do not neglect your responsibility for seeing that you (and your family) are covered.

How to Use the Columbia Plan

For primary medical and mental health, your care starts at Columbia Health Medical Services and Counseling and Psychological Services (CPS). Referrals are mandatory for most off-campus series not including urgent care or emergency care. If you need to see a specialist or access long-term mental health care, your clinician at Columbia Health will provide you with a referral. If you receive care without a referral, you may be subject to higher fees.

STUDENT SUPPORT AND ACCESSIBILITY SERVICES

Union admits students regardless of race, color, sex, sexual orientation, religious affiliation, national or ethnic origin, gender identity, expression, or disability to all the rights, privileges, and programs generally accorded or made available to students at the seminary. Union does not discriminate based on any of these in the administration of its educational and admission policies, scholarship and loan programs, or other programs administered by the seminary.

Students with disabilities are afforded full participation in the seminary's programs and activities. In response to a request made by a qualified student with a documented disability, the seminary will provide health and disability-related services, including reasonable academic accommodations, to ensure students with disabilities have equal opportunity to attain the same quality of education as students without disabilities.

Student Support and Accessibility Services coordinates services for students with permanent and temporary disabilities such as but not limited to cognitive learning disabilities/ADD/ADHD; dyslexia; mobility, visual and hearing impairments; chronic medical conditions; psychiatric disabilities; and substance abuse/recovery with the goal of addressing the individual disability needs of students while upholding the academic integrity and standards of Union.

The seminary must provide reasonable accommodations to students with disabilities that are necessary to ensure students are not denied the benefits of, or excluded from participation in their degree program.

The individual responsible for implementing these responsibilities is Sonali Prabhakar Assistant Director for Accessibility Services, in consultation with Abigail Asgaralli, Assistant Dean of Students.

Mission

The mission of the Student Support and Accessibility Services office at Union is to design create and maintain a usable, inclusive, and equitable campus for all our students with permanent and temporary disabilities to have equal access to participate in all aspects of campus life.

Guiding principles

- We embrace the social model of disability which recognizes disability as one aspect of identity and acknowledges that it's the environment that creates barriers, not the disability

- We commit to an interactive process that is not burdensome for our students
- As we make determinations about accommodations, we acknowledge and prioritize the impact of intersectionality on our students with disabilities
- We strive to adopt a Universal Design philosophy in all aspects of campus life
- We respect students' preference in disability identity - whether it is person-first or disability-first language
- We commit to being learners and look to enhance our understanding of the disability experience
- We view our relationship with students as a partnership where we collaborate on how to ensure accessibility through reasonable accommodations.

Accommodation Process

Requesting accommodations is an interactive process that students and the Accessibility Services team will engage in. This process only begins once the student initiates it by self-disclosing their disability.

New students:

1. Complete the intake form: If you are a student with a disability, you must self-identify to Accessibility Services as a student with a disability, by completing the Intake Form. Self-identifying as a student with a disability will allow an Accessibility Services team member to schedule a meeting to hear from the student about your experience with disability. The Disability Services Intake and Disability Release Form accessible here:

https://utsnyc.formstack.com/forms/disability_certification_instruction

Students with disabilities who wish to request reasonable accommodations must submit the above form promptly, so there is time to complete the review process and discuss accommodations before the student begins the class or program for which the accommodation is being requested. If you have documentation from your medical provider, you may attach it to this form.

Note: We recognize that not every student is actively under the care of a medical provider. We encourage you to meet with our office regardless, and are committed to finding ways to support you.

2. Make an appointment to meet with the Accessibility Services by emailing sprabhakar@uts.columbia.edu to discuss your unique barriers to access and to determine what accommodations could help eliminate these barriers. We may ask your medical provider to complete a form to help us determine appropriate accommodations.

- a. Within fourteen (14) calendar days of receipt of documentation and a meeting with you to discuss your individual accommodations, the Assistant Director for Accessibility Services confirms appropriate and reasonable accommodations.
- b. The Assistant Director for Accessibility Services outlines the approved accommodations in writing in an Accommodations Letter and provides a copy of this letter to you via email. One letter is crafted for the duration of the student's degree.
- c. Once you approve the Letter of Accommodations complete the form below which will grant permission for us to share your accommodation letter with specific faculty members. Upon submission of this form, you should begin to receive accommodations outlined in your Letter of Accommodations.

https://utsnyc.formstack.com/forms/request_for_accommodations

**Accommodations are not retroactive – they become active on the date approved by the Assistant Director, Accessibility Services in a written letter, following the receipt of documentation and meeting as noted above.*

Returning Students

If you have received accommodations before, use this link to request that your accommodation letter is sent to faculty each semester. Please remember to put in this request to ensure continuity of accommodations each semester.

https://utsnyc.formstack.com/forms/request_for_accommodations

Documentation Guidelines

At Union the student's lived experience with disability and their self-report is given the utmost consideration in decision-making. Frequently the student's narrative is supplemented by documentation that can assist in determining what reasonable accommodations should be considered.

What is considered documentation?

Documentation may be existing medical records or assessments created by an appropriate professional (e.g. medical doctor, psychiatrist, psychologist, or social worker). It could be documentation from past educational records or letter of accommodations from previously attended institutions. If a student is under the care of a provider, the Disability Certification Form may also need to be completed by the provider prior to determination of services.

If it is determined that additional documentation is needed and if a student is not yet under the care of a provider, provisional accommodations can be secured in the interim. To obtain provisional accommodations, please set up a meeting with Assistant Director for Accessibility Services. Provisional accommodations can be granted with medical documentation follow-up expected within 45 days of the request.

Extended time accommodations

The purpose of the assignment extension accommodation is to provide reasonable flexibility for a student who has a disabling health condition that may have episodic and acute symptoms that interfere with the ability to meet the due date of a class assignment. With the benefit of advance notifications of paper or assignment due dates in the syllabus, students are expected to schedule their time with consideration given to the possibility that they may experience challenges as a consequence of their disability or chronic medical condition and with the awareness that work for other classes may be due.

This accommodation is not designed to comprehensively address and fully support a student who regularly misses deadlines or is unable to meet multiple course deadlines. A student who is experiencing these challenges should meet with either the Assistant Director of Accessibility Services and the Assistant Dean for Student Affairs to consider alternative strategies and options, such as academic coaching, a reduced course load, or other skill development.

Assignment Extension Request Process

1. If an extension is needed beyond a posted due date, students may initiate the accommodation request by first contacting their instructor via email. Students are expected to request an extension as soon as possible before the assignment is due. However, the nature of disability symptoms may make this impossible, in which case, the request should be made as soon as the student is reasonably able.
2. Once an extension request is received, the instructor is encouraged to contact the Assistant Dean for Student Affairs if there are questions regarding the reasonableness of an extension for the assignment in question. For example, questions may pertain to the length of extension time requested, or if they believe that an assignment extension would fundamentally alter the nature of their course, or significantly compromise the integrity of the course. While an instructor may approve an extension request from a student directly, a denial of such a request should not occur without first consulting the Assistant Director for Accessibility Services. Typical extensions are within 24-48 hours of the due date but may be reasonably up to seven (7) calendar days depending on health circumstances.
3. This accommodation is approved on an individualized, assignment-by-assignment basis and is not a blanket approval of extensions for all work in a semester.
4. Instructors are not permitted not to ask for specific disability information from students or the Assistant Dean for Student Affairs. Documentation from a medical provider regarding the episodic symptoms should be sent to the Assistant Director for Accessibility Services or the Assistant Dean for Student Affairs and not individual faculty members regarding disability information.
5. Agreed upon assignment extension due dates must be addressed in writing and include the Assistant Director for Accessibility Services.

Confidentiality

The Family Educational Rights Privacy Act (FERPA) regulates disclosure of disability documentation and records maintained by the Office of Student Life, which is not a part of the student's permanent academic record. Under this Federal law, prior written consent by the student is required before the Office of Student Affairs may release disability documentation or records.

FERPA provides numerous exceptions to the general requirement to seek student consent prior to releasing personally identifiable information from educational records. One of the exceptions authorizes the Office of Student Affairs to release information to any school official who has a "legitimate educational interest." Another exception is for health and safety emergencies.

Professors or other Seminary officials may request information about the impact of a student's disability on her/his ability to learn. The Office of Student Affairs will only share information with other Seminary officials when appropriate and will carefully balance a student's request for confidentiality and the request for additional, relevant information about the student. The Office of Student Life seeks to preserve the student's wish to keep her/his disability information and status confidential. The Office of Student Affairs is extremely sensitive to this issue.

Under FERPA, students are also allowed to inspect and review their files maintained by the Office of Student Affairs. Students have the right to challenge any information contained in the files that is incorrect, misleading, or not accurate and request an amendment to this misinformation.

Fundamental Alteration

The institution is not obligated to provide accommodations that would result in a fundamental alteration of any of Union's degree programs. Every request is considered on a case by case basis. Before making a decision about whether or not a requested accommodation is a fundamental alteration, campus partners that may include the Assistant Dean for Student Affairs, Assistant Director of Accessibility Services, faculty for the course, and the Dean of Academic Affairs along with other knowledgeable administrators will engage in the determination process. If it is determined to be a fundamental alteration, Union will promptly identify an effective alternate accommodation for the student that would not fundamentally alter the program.

The seminary is not obligated to provide accommodations that would result in an undue financial or administrative burden on Union Theological Seminary. If the Assistant Dean for Student Affairs decides that a requested accommodation might impose such a burden, they discuss the issue with the Dean/Vice President for Academic Affairs and other relevant campus partners, who take into account the overall financial resources available. The Committee makes the final decision, in accordance with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If the Committee determines

that the requested accommodation would be an undue burden, the Assistant Dean for Student Affairs promptly searches for an effective alternate accommodation and offers the alternate accommodation to the student.

Appeals process

Appeal for Academic Accommodations

If a student's request for reasonable academic accommodations has been denied, a student may appeal the decision of the Dean of Students by petitioning the Academic Dean in writing within 15 days of being informed of the Dean of Students' decision. The petition should include the original request, information about the accommodation offered by the Office of Student Affairs, if any, and the reason(s) that the student feels the accommodation offered does not adequately meet the student's disability needs. The appeal will be reviewed by the Dean's Advisory Committee which will render a decision within 10 days of the date of appeal. The Committee's decision is not subject to appeal.

Appeal for non-academic accommodations

If a student believes the Seminary is in violation of Section 504 and ADA regulations, a student may appeal. If a student wishes to file a complaint, the student should contact the Dean of Students. The appeal will be reviewed by the Dean's Advisory Committee tasked with conduct the investigation of the complaint. All complaints will be investigated promptly.

The Seminary prohibits retaliation against any student who exercises their rights under the statutes, or because they have filed a complaint or taken part in the complaint resolution process.

For more information about services to students with disabilities, or to file a complaint about disability access, please contact the Assistant Director for Accessibility Services or the Assistant Dean of Students.

ALTERNATIVE ATTENDANCE GUIDELINES FOR IN-PERSON CLASSES

In-person attendance is normally expected of students in an in-person class. These guidelines refer to *temporary* alternative means of attendance when a student cannot attend class in person due to illness or a family emergency. Faculty *may* create a zoom link for a course to be used if necessary, but students will not see a zoom link in course syllabi for in-person classes. Disability accommodations are managed entirely differently - see below.

Temporary Arrangements for Alternative Attendance for In-Person Class

- a) Such arrangements must be due to illness or a family emergency.
- b) Alternative attendance *should not exceed three* class sessions, and faculty should report individual student absences of more than *two* class sessions to the office of Student Affairs. The Assistant Dean of Student Affairs then determines if a meeting with the student and professor is necessary, or other appropriate measures.
- c) Faculty are *not required* to accommodate requests for alternative arrangements.

- d) The *least distracting option* with regard to other students in the class is preferred.
- e) It is the student's responsibility to initiate a conversation with the professor about appropriate alternative to in-person attendance, with as much advance notice as possible. Examples of alternative arrangements include:
 - 1) have a classmate take notes
 - 2) have a classmate audio record the class session, with instructor and full class permission
 - 3) attend the class virtually via audio/phone call
 - 4) attend the class virtually via Zoom (see a, b, c below)
 - 5) meet up with a classmate after the class session for a particular assignment

If instructor permits Zoom attendance:

- a) the Zoom link is provided only to the student with the approved alternative attendance
- b) the student is expected to give their full attention to class, located in a suitable quiet location without other people in the immediate vicinity (for the sake of class confidentiality). Students should not attend class while driving a car or on public transportation.
- c) IT staff is not able to create ad hoc / last minute Zoom setup in spaces where a setup does not already exist, and should not be asked to do so. Relocation to another classroom for a particular session may be possible, but not guaranteed (and up to instructor's discretion). Classroom change requests must be made with at least 48 hours' notice to Director of Housing & Campus Services and the Registrar.

Reasonable Disability Accommodations

- a) If a student has an approved accommodation – disability or medical – and is required to attend an in-person class remotely on a regular basis, the Assistant Dean for Student Affairs communicates the need to the instructor of the course.
- b) Approval to attend in-person classes via Zoom is must meet the standards of a “reasonable accommodation” to be negotiated by the student with the instructor, based on course pedagogy as well as ongoing disability-related needs to attend classes remotely.
- c) Permission for zooming into in-person classes must be negotiated one course at a time, and is not assumed to transfer automatically from one course or semester to another.
- d) The Zoom link is provided only to the student with the accommodation.
- e) IT staff is not able to create ad hoc / last minute Zoom setup in spaces where a setup does not already exist. Relocation to another classroom for a particular session may be possible, but not guaranteed (and up to instructor's discretion). Classroom change requests must be made with at least 48 hours' notice to Director of Housing & Campus Services and the Registrar.

SERVICE ANIMALS AND ASSISTANCE ANIMALS POLICY

The Seminary recognizes that service and assistance animals can be an essential part of student well-being.

- **Service Animals** may travel freely with their Owner throughout Union housing (and all other areas of campus).
- **Assistance Animals (sometimes called Emotional Support Animals)** must be contained within the Owner's privately assigned residential area (room, suite, apartment) at all times, *except when transported outside the private residential area in an animal carrier or controlled by leash or harness.*
- The Owner is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by Union consistent with the reasonable capacity of the Owner.

Here's a helpful refresher on the difference between an Assistance Animal and a Service Animal:

Service Animal

- A dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. All other types of animals do not qualify as Service Animals.
- The work or task a Service Animal has been trained to provide must be directly related to the person's disability.
- Dogs whose sole function is to provide comfort or emotional support are not Service Animals, but may qualify as Assistance Animals (refer to section below for further information).

Assistance Animal

- Animals that provide emotional support which alleviates one or more identified symptoms or effects of a person's disability.
- Unlike a Service Animal, an Assistance Animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times.
- Assistance Animals, once approved, are permitted in the Hastings Residence Hall.
- Assistance Animals are not permitted in other areas of the campus (e.g. the Quad, the Pit, libraries, academic buildings, classrooms, etc.).

AIDS AND HIV POLICY

The Seminary will make reasonable accommodations for any persons with AIDS or HIV to ensure their full participation in the Seminary community. Union strives for equitable treatment of all who study and work in the Seminary community and to follow the legal guidelines for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

POLICY ON ALCOHOL AND DRUGS

Union Theological Seminary (Union) is committed to creating and maintaining a community, free of alcohol and drug abuse, complying with federal, state, and city laws that promote the health and well-being of students, faculty, and staff as well as visitors and friends of Union.

Alcohol and Drug Abuse Prevention & Safety Policy

Union's academic, social, and theological milieu supports individual freedom with the expectation that members of Union will support and promote a healthy and safe environment for everyone in its community. Union complies with New York State law and other applicable regulations governing alcoholic beverages for those on the Seminary's premises or participating in its activities. Union strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol and drug abuse.

To that end, Union expects that those who wish to include alcohol as part of their activities will do so responsibly, lawfully, and mindfully, with consideration for the needs of the larger community. The choice to drink responsibly lies with the individual and can and should not be forced for any reason.

Students and Caucuses may not plan events promoting or encouraging the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption. Event organizers should remember that many events at Union take place without alcohol, and that many in the community choose not to drink for various reasons. Students and Caucuses choosing to plan events are expected to maintain a reasonable balance in programming events with and without the provision of alcoholic beverages and to abide by the Student Senate Pub policies and event planning.

Consumption of alcohol is allowed in residential common areas. At events in residential spaces where alcohol will be consumed, reasonable advance notice will be given to all residents on the floor. While the individual student or host has primary responsibility for abiding by this policy, members of the Student Affairs team may address consumption or possession violations in their respective buildings, and refer student to the Office of Student Affairs.

The commercial sale of alcoholic beverages by any campus organization or individual is strictly prohibited.

Union recognizes the illegality and danger of drug abuse and, accordingly, strictly prohibits the possession, use, manufacture, or distribution of illicit drugs on the seminary's premises or as part of any seminary activity.

Union students, students taking courses at Union from other institution, and students employed by Union who violate the seminary's policies concerning illicit drugs will face discipline up to and including expulsion or termination of employment, and may also be required to complete an appropriate rehabilitation program. Students may also be subject to sanctions under federal and state law.

Alcohol and Drug Support Services

Union's Office of Student Affairs is the referral base for counseling, treatment, and educational programs that can identify and help those who abuse alcohol and drugs through Columbia University's Health Services, including Columbia's Counseling and Psychological Services Center. See also hotlines and referral services on page 6.

GREEN ZONE POLICY

Believing that there is a call to participate in stewardship of the environment, Union designates itself as a Green Zone. A Green Zone is a designated physical area in which a person or community consistently and intentionally works toward the ideal of ecologically-sound living. This process includes reducing damage to the environment, and dependence upon lifestyles and choices that exploit it. It also includes attempting actively to restore and maintain the environment.

SMOKING POLICY

The Smoke-Free Air Act of 2002 signed into law by Mayor Michael Bloomberg substantially changed the law with regard to smoking in the workplace and virtually all public places, including educational institutions.

Effective March 30, 2003, employees in the city may no longer smoke in private offices, even with the door closed. Separate smoking rooms are also prohibited in the workplace.

In compliance with the law, smoking is prohibited in all hallways, restrooms, library rooms, meeting and conference rooms, offices, classrooms, lounges, The PIT, the Fred Davie Terrace, the Quad, the elevators and all areas on campus not specifically designated as a smoking area. This policy applies to all employees, students, visitors and any other individuals on campus.

STUDENT SENATE BYLAWS

Statement of Purpose

The purpose of the Student Senate is to promote the religious and social life of the community; to advocate concerns of academic and community issues; and to implement and supervise activities affecting the students of Union. The Student Senate is committed to maintaining the voice and participation of all diverse student communities and constituencies in the Seminary. It provides a forum in which students can reflect and act together for their benefit and for the benefit of the entire Seminary community.

Article I: Student Senate Membership and Structure

1. The Student Body shall consist of all students who pay the Student Activities Fee. All members of the Student Body are entitled to vote in general meetings of the Student Senate. All members of the Student Body are also entitled to vote in general elections.
 1. The Student Senate shall serve as the directly democratic decision-making body of the Student Body, and shall
 1. advocate for student concerns,
 2. create and dissolve newly elected positions and committees,
 3. administer the revenues of the Student Body,
 4. provide space for Caucus and Club announcements, and
 5. host an open forum for students to discuss issues facing the community.

Article II: Student Senate Meetings and Procedure

1. The Student Senate shall meet monthly during the academic year. Special meetings of the Student Senate may be called by:
 1. a joint consensus of the Co-Chairpersons
 2. the Executive Committee; or
 3. a petition signed by 25% of the Student Body.
2. A quorum shall consist of at least 10% of the Student Body.
3. Meetings of the Student Senate are open to any member of the Seminary community, unless closed by a two-thirds vote of the Student Senate. Non-members may speak

either by invitation from the moderators (3.1) or by a majority vote of the eligible Student Senate members present.

4. The Student Senate may adopt special rules of order and may suspend the rules (but not the By-Laws) by a two-thirds majority vote.
5. The rules contained in Robert's Rules of Order Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with the Agreements, By-Laws, or special rules of order.

Article III: Elected and Appointed Student Senate Officers and Duties

1. Co-Chairpersons

1. The Co-Chairpersons shall be elected officers of the Student Senate Executive Committee (5.1), and shall be voting members of the Student Senate, the Executive Committee, the Budget Committee, and the Student Appointments Committee. They shall each receive a salary from the Office of Student life of at least \$3000 for the year. This amount is subject to increase from the Office of Student Life. The duties of the Co-Chairpersons shall include the following:

1. Convene and preside over meetings of the Executive Committee
2. Serve as or designate the Moderator(s) of the Student Senate meetings.
3. In the absence of the Treasurer, convene and preside over meetings of the Budget Committee.
4. The Co-chairs or their appointed designee, should observe the following meetings and report on them to the Student Senate at its regular meetings:
 1. Faculty Meetings
 2. Faculty Days of Work
 3. Board of Directors Meetings
 4. The Educational Policy Committee of the Board of Directors
5. One Co-Chairperson, or their designees, shall serve as an active student member of the Academic Affairs Committee.
6. Serve as a liaison between the Student Body and the Faculty, Administration, the Board of Directors, and non-administrative staff

7. Act as a spokesperson(s) for the Student Senate, subject to its instruction, in business with the Faculty, Administration, Board of Directors, and Staff of Union Seminary, as well as with non-Seminary groups and persons.
8. Meet monthly with the President of the Seminary, subject to the President's consent.
9. Meet monthly with the Associate Dean for Student Life, subject to the Associate Dean's consent.
10. Ensure that the provisions of the By-Laws, standing rules, and special rules of order are carried out.
11. Undertake such duties and authorities as are specifically delegated to the Co-Chairpersons by the Student Senate.

2. The Secretary

1. The Secretary shall be an elected officer of the Student Senate Executive Committee (5.1), and shall be a voting member of the Student Senate, the Executive Committee, the Budget Committee, and the Student Appointments Committee. They shall receive a salary from the Office of Student life of at least \$2100 for the year. This amount is subject to increase from the Office of Student Life. The duties of the Secretary shall include the following:
 1. Preside over elections.
 2. Convene and preside over meetings of the Student Appointments Committee
 3. Take and issue minutes of the decisions made at the Student Senate Meetings and Executive Team Meetings. .
 4. Before distributing Student Senate meeting minutes, the Secretary will have the minutes approved by the Executive Committee within a week following a Student Senate meeting. Upon approval, the minutes will be distributed to the Student Body. The Secretary is also to arrange for minutes to be placed on Reserve in The Burke Library.
 5. Create and distribute copies of the agenda for Student Senate meetings, subject to the instruction of the Executive Committee, at least two days prior to each meeting.

6. Make and distribute copies of any reports to be presented at Student Senate meetings, provided those reports are given to the Secretary at least two days in advance of the meeting.
7. Keep a complete account of the correspondences of the Student Senate, which shall remain the property of the Student Senate and which shall be open for review at any time by request of any Senate member subject to the approval of the Executive Committee.
8. Handle any correspondence as directed by the Co-Chairpersons or the Student Senate.
9. Convene and preside over Student Senate Meetings in the event of the absence of both the Co-Chairpersons.
10. Preside over the election of the presiding officer pro tempore in the event of the absence of both the Co-Chairpersons.
11. Undertake such duties and authorities as are specifically delegated to the Secretary by the Student Senate.

3. The Treasurer

1. The Treasurer shall be an elected officer of the Student Senate Executive Committee (Article VI), and shall be a voting member of the Student Senate, the Executive Committee, and the Budget Committee. They shall receive a salary from the Office of Student life of at least \$2100 for the year. This amount is subject to increase from the Office of Student Life. The duties of the Treasurer shall include the following:
 1. Administer the funds of the Student Body and Senate, subject to the policies and directives of the Student Senate.
 2. Keep a complete account of the finances of the Student Body and Senate online, which shall remain the property of the Student Senate and which shall be open for inspection at any time by formal request to the Treasurer by any member of the Student Body.
 3. Render a current financial report at each regular meeting of the Student Senate. d. Convene and preside over meetings of the Budget Committee and any other meetings specific to their function.

4. Publicize the impending budget process to the Seminary at large and solicit budget requests from the Caucuses, Clubs and other groups receiving monies from the Student Senate and Student Activities Fees.
5. Undertake such duties and authorities as are specifically delegated to the Treasurer by the Student Senate.
6. Prepare a list of all Active Caucuses and Clubs (Article IV) in advance of the spring Budget Committee Meeting.

4. Ministers of Fun

1. Two Ministers of Fun shall be elected officers of the Student Senate Executive Committee (5.1). Each Minister of Fun shall be voting members of the Student Senate. They shall each receive a salary from the Office of Student life of at least \$1000 for the year. This amount is subject to increase from the Office of Student Life.
2. The duties of the Ministers of Fun shall include the following:
 1. Coordinate programming, in conjunction with other campus bodies, which builds community life through funding, organization, planning, publicity, and/or execution. The Ministers of Fun should take initiatives to discover unmet programming needs and attempt to fulfill them for the Union community. In particular, the Minister of Fun should work with Caucuses and Clubs, the Executive Committee, and other Student Senate bodies to coordinate campus events.
 2. The coordinator shall be responsible for managing funds appropriated by the Student Senate for such activities.
 3. Seek out and publicize neighborhood and wider community and city events of interest to the Union community.
 4. Attend all regular meetings of the Student Senate and Executive Committee, and remain active as a voting member.
 5. Keep the Community Activities Calendar.
 6. Serve on special committees as requested by the Student Senate.

6. Class Representatives

1. Class Representatives shall be elected officers of the Student Senate (Article VI) and shall consist of the following persons:

1. one Doctoral Student Representative,
 2. three M.Div. Representatives (one from each class),
 3. two M.A.R. Representatives (one from each class),
 4. one MASJ Representative
 5. one S.T.M. Representative,
 6. one M.Div./M.S.S.W. Representative, and
 7. one Representative-at-large, from any of the Degree programs.
2. Terms of office shall be one year, beginning at the last regular Student Senate meeting of the academic year, for all Representatives except for all first-year representatives, whose terms shall begin immediately following elections in the fall and end at the last regular Student Senate meeting of the academic year. All Class Representatives shall be voting members of the Student Senate and the Student Appointments Committee.
3. The duties of the Class Representatives shall include the following:
1. Attend all meetings of the Student Senate.
 2. Represent, to the best of their ability, the views and concerns of their respective constituency.
 3. Meet monthly, as Class Representatives, to discuss issues facing their respective constituencies and how to collaborate on addressing these issues. The Representative-at-large will coordinate and facilitate these meetings.
 4. Meet with the Executive Committee for completion of specific tasks twice a semester with members of the Executive Committee to organize, discuss, and delegate tasks in accordance with the administrative needs of the Student Senate. The Third-Year M.Div Representative will coordinate and facilitate these meetings. .
 5. Serve as liaisons with the Alumni Council on behalf of the Student Senate in coordination with the Co-Chairpersons.
 6. First-Year M.A.R. and First-Year M.Div. Representatives, the Second-Year M.Div Representative, and the Representative-at-large will serve on the Budget Committee.

7. Serve on special committees, as requested by the Student Senate.
8. Undertake such duties as are specifically delegated to the Representatives by the Student Senate.
9. For Representatives of graduating classes, this includes organizing the
10. class gift.
11. The Class Representatives shall submit a budget for their program needs and service hours compensation in a timely manner for the Budget Committee.

7. Student Members of Seminary Standing and Temporary Committees

1. Student members of the standing and other (subject to change) committees of the Seminary shall be elected by the Student Body Article VI). These students shall be voting members of their respective committees and of the Student Senate.
2. Student members of the standing committees shall consist of the following persons, subject to the policies of the Seminary By-Laws:
 1. Three students, in addition to one of the Student Senate Co-Chairpersons, shall serve on the Academic Affairs Committee, one of which shall be a Ph.D. student. These four students have one vote each.
3. Two students from any degree program shall serve as non-voting representatives on the following Board of Directors Committees:
 1. Campus and Facilities
 2. Educational Policy Committee
 3. Development
 4. Investment
 5. Union Medal
4. Elected students shall serve on each of the following faculty committees:
 1. Academic Affairs (3 Positions) One from each of the following programs: MDiv, MAR, and PhD.
 2. Educational Technology Committee (2 Positions)

3. Assessment Committee (2 Positions)
 5. Elected students shall serve on each of the following committees:
 1. Justice Equity and Inclusion Committee (2 Positions)
 2. Columbia-Senate UTS – Student Senate Observer
 3. Student Library Advisory Committee (1 Position)
 6. In the case of a vacancy an appointment may be made to Standing, Temporary or Ad Hoc Committees by the Executive Committee.
 7. Should the By-Laws of the Seminary be changed or amended at any time, this section of the Student Senate By-Laws shall likewise be amended to remain compatible with the Seminary By-Laws.
 8. The duties of the members of the standing and temporary committees shall include the following:
 9. At least one student representative from each committee shall attend all regular meetings of the Student Senate. Attendance may be on a rotating basis as the student representatives determine.
 10. Each representative shall attend all regular meetings of the standing committee to which the student is appointed.
 11. Each representative shall represent, to the best of their ability, the views and concerns of the majority of the Student Body, to both the standing committees and the Student Senate.
 12. Each representative may serve on special committees, as requested by the standing committees of the Student Senate.
8. Ad Hoc Coordinators
1. The Student Senate may create new Coordinator positions to serve vital interests of the Student Body. The creation and dissolution of these Coordinator positions shall be ratified by a two-thirds vote of the Student Senate. The duties of these Coordinators shall be written and submitted to the Student Senate by the Executive Committee or by a petition signed by 33% of the Student Body.
 2. Upon creation, any new Coordinator position will then be elected by members of the Student Body (Article VI), with their term beginning upon election and

ending May 1st. Existing Coordinator positions shall have terms of office of one year beginning May 1st. Coordinators shall serve on the Executive Committee, receive a salary from the Office of Student Life, and shall be voting members of the Student Senate.

Article IV: Student Organizations

1. Caucuses

1. Caucuses are defined as student-led groups that represent, support, and participate in social and educational engagement on behalf of a historically marginalized community or communities within the Student Body. Only students may be Caucus members and serve as their Senate representatives, and only Caucus members may be eligible for paid service hours.
2. New Caucuses shall be formed and officially recognized by the Student Senate through the following procedures:
 1. Submission to the Student Senate of a statement of purpose and a constitution of self-governance, detailing its processes for approving paid service hours, internal decision-making, and the selection of the Senate representatives for the Caucus.
 2. Approval of the Student Senate by a simple majority vote of a quorum of its membership by secret ballot.
 3. Immediately upon formation of a new Caucus, the new Caucus will submit any budget requests prior to the following Student Senate meeting. Upon submission of the budget requests, the Budget Committee will convene to allot funding for the remaining semester.
3. In order to be considered an active Caucus and receive funding, each Caucus shall:
 1. Choose at least two Senate representatives who will serve as liaisons with the Executive Committee and approve any budget expenditures from the Caucuses. Senate representatives for the following academic year must be selected and have names submitted to the Senate Secretary by April 15th.
 2. Send at least one representative to represent the Caucus at least three-fourths of regular meetings of the Student Senate. In the event that a student serves in multiple representative and reporting capacities, they

may retain only one vote within the body of the Senate. Their responsibilities shall include the following:

3. Report updates of caucus activities to the Student Senate.
 4. Represent, to the best of their ability, the views and concerns of their Caucus at meetings of the Student Senate.
 5. Submit budget proposals, updates and requests to the Treasurer.
4. Should any Caucus fail to meet the above requirements, it may lose its funding for the remainder of that academic year and it may lose its status as an Active Caucus for the upcoming academic year, thus forfeiting any funding from the Student Senate.
 5. Concerning Caucus status, the following protocol will be taken by the Student Senate:
 1. In January and upon request by the Treasurer, the Senate Secretary shall submit a report to the Budget Committee and Senate representatives regarding attendance at Student Senate Meetings and, by April 15th, Senate representatives for the following academic year.
 6. If a Caucus fails to meet the requirements of 4.1.3, it will be considered "Inactive."
 1. If a Caucus is inactive for two years, it must go through the procedures for new Caucuses described in 4.2.
 7. Concerning paid service hours for Caucus members, Senate representatives will formally submit reimbursement forms to the Treasurer no later than the finals period of each semester compensating members of its Caucus for any formally approved hours of work done on behalf of the Caucus and its functions. Senate representatives cannot approve their own paid service hours, and must receive the approval of another Senate representative in order to receive approval from the Treasurer for paid service hours. Any participation in meetings of the Appointments Committee (5.3) and the Budget Committee (5.2) on behalf of Caucuses will be automatically valid for reimbursement.

2. Clubs

1. Clubs are defined as student groups that demonstrate active interest from the Student Body, fulfill an unmet social, artistic, or academic need in the student community, and demonstrate financial requests from the Student Senate

budget. Only students may be Club members and serve as Senate representatives.

2. New Clubs shall be formed and officially recognized by the Student Senate through the following procedures:
 1. Submission to the Student Senate of a statement of purpose, a constitution of self-governance detailing the process for decision-making within the Club and how Senate representatives of the Club will be selected, as well as a petition with a minimum of 20% of the Student Body of persons supportive of the formation of said Club and 5% of the Student Body of persons intending to participate.
 2. Approval of the Student Senate by a simple majority vote of a quorum of its membership by secret ballot.
 3. Immediately upon formation of a new Club, the new Senate representatives will be elected and submit any budget requests prior to the following Student Senate meeting. Upon submission of the budget requests, the Budget Committee will convene to allot funding for the remaining semester.
3. In order to be considered an Active Club and receive funding, each Club shall:
 1. Choose at least two Senate representatives who will serve as liaisons with the Executive Committee and approve any budget expenditures from the Club. Club Co-Chairs for the following academic year must be elected and have names submitted to the Senate Secretary by April 15th.
 2. Send at least one representative to represent the Club at least three-fourths of meetings of the Student Senate. In the event that a student serves in multiple representative and reporting capacities, they may retain only one vote within the body of the Senate. The representative from the Club will report updates of Club activities to the Student Senate.
 3. Submit budget proposals, updates and requests to the Treasurer.
4. Concerning Club status, the following protocol will be taken by the Student Senate:
 1. In January and upon request by the Treasurer, the Senate Secretary shall submit a report to the Budget Committee and Senate representatives

regarding attendance at Student Senate Meetings and, by April 15th, Senate representatives for the following academic year.

2. If a Club fails to meet the requirements of 4.2.3, it will be considered "Inactive."
3. If a Club is Inactive for two semesters, it must go through the procedures for new Clubs described in 4.2.2.

Article V: Senate Committees

1. The Executive Committee

1. The Executive Committee shall consist of the following elected officers of the Student Senate:

1. The two Co-Chairpersons
2. The Secretary
3. The Treasurer
4. The two Ministers of Fun
5. The Historian
6. Any Ad Hoc Coordinators

2. The Executive Committee shall:

1. Meet at least once between meetings of the Student Senate and/or upon the call of the Co-Chairpersons and before any meeting of the Student Body or Senate,
2. Set the agenda for meetings of the Student Senate, subject to amendment and approval from the floor, and
3. Undertake such tasks as are specifically designated to it by the Student Senate.

2. The Budget Committee

1. The Budget Committee shall be chaired by the Treasurer and consist of:

1. At least one Co-Chairperson
2. At least one of the Ministers of Fun

3. At least two representatives from different Caucuses
 4. The following class representatives: First-Year M.A.R. and First-Year M.Div., Second-Year M.Div., and the Representative-at-large.
2. The Budget Committee shall be responsible for the composition of a budget proposal in the spring for the following academic year.
 3. The budget proposal shall be composed according to the following procedures:
 1. The Budget Committee will receive a list of all Active Caucuses and Active Clubs for the following academic year.
 2. Each Active Caucus will automatically receive no less than 3% of the full annual Student Senate budget for operations, and no less than 1% of the full annual budget for the service hours of Caucus members.
 3. The Budget Committee will allocate remaining funds as it sees fit to the Student Senate fund, the Co-Sponsorship fund, the Ministers of Fun budget, the Student Senate retreat fund, the Student Emergency Fund, the Class Representatives, all Active Caucuses who submitted a budget proposal for additional funds, and to all Active Clubs who submitted a budget proposal for the following academic year.
 4. The Budget Committee may be convened by the Treasurer on an emergency basis during the year to discuss any additional budgetary needs or crises.
 5. The Budget Committee shall meet before the first Student Senate meeting of the Spring Semester to reexamine appropriations and redistribute unused or unneeded monies. At this time, each caucus or fund recipient shall present an updated budget, which accounts for appropriated monies and requests any additional monies.

3. Special Committees

1. Special Committees may be created by the Student Senate or the Co-Chairpersons of the Student Senate at any of its regular meetings. Their members, chairperson(s), terms, and charge shall be determined by the Student Senate or its designated agent.
2. Special Committees may adopt their own rules, subject to their charge. In the absence of such rules, they shall meet at the call of their chairperson(s), require a majority of their members for a quorum, and follow procedures outlined in Robert's Rules of Order Revised.

Article VI: Elections and Recall

1. Elections

1. Candidates for elected positions and voters in elections of the Student Senate must be members of the Student Body (1.1). Regular elections for the elected officers of the Student Senate (Article III) shall be held within the month of April, with terms for elected positions beginning and ending at the last regular Student Senate meeting of the academic year. Elections shall be overseen by the Senate Secretary (3.2) with the assistance of the Student Appointments Committee (5.3), unless the Senate Secretary is currently running for an elected office on the Executive Committee (5.1), in which case the Co-Chairpersons may preside over the election.
2. Regular and special elections shall be held as provided below:
 1. The Senate Secretary shall initiate elections by announcing to the Student Body a call for nominations to all open positions. Any member of the Student Body (1.1) may nominate another student for an open position.
 2. Upon initiation of elections, the Senate Secretary shall receive nominations for all open positions for no less than five days following the announcement, three of which must be class days. Following this, the Senate Secretary shall give each nominee 3 days to confirm their nomination before placing their names on the ballot.
 3. All eligible voters should vote for their Class Representative in addition to other elected offices of the Student.
 4. All positions on the ballot shall be open to write-in candidates, whether or not there are nominees who have accepted nominations for those positions on the ballot.
 5. Rank choice voting is used for all positions where there are two or more candidates than open positions.
 6. Once the ballot has been disseminated, voting shall take place for no less than five days and no more than seven days.
 7. The Senate Secretary shall declare the results, in consultation with the Executive Team, and notify the candidates and sitting officers as well as the appropriate Seminary offices (i.e. Deans, Student Life, Facilities, etc.).

8. The person(s) receiving the highest number of votes on a preferential ballot shall be elected and shall officially take seat in that position at the next Student Senate meeting.
 3. In the event of a vacancy in an elected position of the Student Senate, the Secretary shall hold a special election to fill the office. If the vacant office is that of Secretary, the Co-Chairpersons may preside over the election. No special elections shall be held during summer intersession or examination periods.
2. Recall
 1. Executive Committee members who do not fulfill their duties may be subject to recall. The process takes place as follows:
 1. A recall vote may be initiated either by three members of the Executive Committee or by a petition of at least 25% of members of the Student Body.
 2. Any recall votes must be advertised seven days before the meeting of the Student Senate. A two-thirds majority vote of the Student Senate is required for the recall of an elected Student Senate member.
 2. Elected Class Representatives who do not fulfill their duties may be subject to recall. The process may take place as follows:
 1. The Senate Secretary will send a written warning to any Representative who has missed two meetings of the Class Representatives, the Student Senate or Budget Committee.
 2. After three absences, the Student Senate will hold a recall vote. Any recall votes must be advertised a week before the meeting of the Student Senate. A two-thirds vote is required for the recall of an elected representative.

Article VII: Rules and Amendments

1. Rules
 1. The rules contained in Robert's Rules of Order Revised shall govern in all cases to which they are applicable and in which they are not consistent with the Agreements, By-Laws, or special rules of order.
2. Amendments

1. Amendments shall be ratified by a two-thirds vote of the Student Senate at a regularly scheduled meeting for which there is a quorum.
2. Amendments must be distributed to the student body with an announcement of the intention to vote on them at least 48 hours before the regularly scheduled Student Senate meeting.

SAFETY AND SECURITY

Security-consciousness is important. Here are a few guidelines to remember:

- Walking alone late at night is not advised anywhere in the city.
- If going out late at night, bring a friend or take a taxi/car service to the destination.
- When walking, be aware of valuables and surroundings. It is advised that students walk steadily and with purpose so as to appear street savvy to observers; people who wander about looking bewildered or lost are much more likely to be targeted.
- Never prop open outside doors to Seminary buildings.
- Dorm rooms that are not self-locking always should be kept locked.
- Even if a door is self-locking, the residence will not be secure unless the deadbolt is secured.

The Seminary cannot replace stolen items. Any such loss should be reported immediately to the Office of Housing and Campus Services.

POLICY ON INVESTIGATION OF VIOLENT FELONY OFFENSES, REPORTING CRIME AND REPORTING MISSING STUDENTS

While crime on the Seminary's campus is rare and violent crime exceedingly rare, the Seminary recognizes that such crime, as well as missing students, can have devastating impact on both the victims and the community as a whole. The prompt, effective, and thorough investigation of violent crime and students missing without reason or justification is, therefore, critically important to the safety and ongoing security of the Seminary community.

Reporting Crime

Nothing in this policy, including the identification of available internal resources, should be considered as a substitute for the prompt reporting of criminal activity to the police. The police are specially trained to investigate, identify, and preserve evidence, and apprehend responsible parties. Thus, *the Seminary urges any victims of crime to report the crime, immediately, to the police. A 911 call is the fastest and best way to report and should generate an immediate response. If possible, *after* making such a call, please alert the Seminary's administration, and the front desk attendant, so that they can provide effective assistance when the police arrive, and get them to you as quickly as possible. The Assistant Dean of Students, the Director of Housing and Campus Services, and Deputy Vice President of Buildings and Grounds are helpful resources for victims of criminal conduct as well, particularly where assistance with reporting or requesting police support may be needed.*

In the event that the situation is not urgent, or you would prefer to speak with a police officer in person, the local NYPD in this area are:

- **NYPD 26th Precinct**

520 West 126th Street (between Amsterdam and Old Broadway)

Telephone: (212) 678-1311

The 26th Precinct has primary patrol responsibility for the Seminary's campus and surroundings.

It is the responsibility of all members of the Seminary community to *immediately* report any criminal activity, threatened criminal activity, or threatened violence. In addition to the police reporting options discussed above, such a report can be made to the Assistant Dean of Students, the Director of Housing and Campus Services, or the Deputy Vice President of Buildings and Grounds.

In the event that a report of a violent felony offense is received by any of these people, appropriate law enforcement officials will be notified immediately, and the Seminary will cooperate with those officials as requested. The Seminary, to the best of its ability, will seek to secure the crime scene and to preserve physical evidence pending the arrival of the law enforcement officials.

In the event that a report of potential criminal conduct, not involving a violent felony offense, other violent or felonious conduct, is received by the Seminary's Assistant Dean of Students, the Director of Housing and Campus Services, or Deputy VP of Buildings and Grounds, the Seminary will request permission from the victim to report the offense to law enforcement. When such permission is granted, or if the victim is unavailable for consultation for any reason, such a report immediately will be made. If the victim refuses permission to report, and there are no other victims that have been or may have been impacted by the criminal conduct being reported, the Seminary will not make a report to law enforcement over the victim's objection, but will urge the victim to do so directly, and will facilitate that reporting process.

When a report is made to law enforcement authorities, the Seminary will expect the investigation to be undertaken by law enforcement officials and will support that investigation to the extent requested by law enforcement authorities and within the Seminary's capabilities.

Whether or not the victim of alleged criminal conduct or improper behavior wishes to make a report to law enforcement, the Seminary will conduct its own, independent investigation into the reported facts and circumstances, generally resolved in 60 calendar days (though the process can sometimes take longer).

In all events, victims and others will be informed that retaliation against a person making a report of allegedly criminal or improper conduct is strictly prohibited, and sanctions can be imposed upon any person engaging in retaliatory behavior, whether the report of underlying criminal conduct or impropriety is substantiated or not.

Reporting Missing Students

The Seminary's student body, consisting exclusively of graduate students, is a motivated, highly mobile group with many commitments on and off campus. While students, therefore, may not access the campus proper for lengthy periods due to off-campus commitments, the Seminary recognizes the importance of identifying those situations where students are missing without apparent reason or justification. In those situations, prompt and effective reporting can be critical.

The Seminary will report to responsible law enforcement agencies any situation of which it is aware when a student is absent from campus without apparent reason or justification for more

than twenty-four hours, or where (regardless of the temporal duration) a student absence is accompanied by circumstances suggesting that the absence may be due to abduction, emotional breakdown, criminal activity, or other reason suggesting that the student's health or well-being might be at stake.

Upon making such a report to appropriate law enforcement authorities, the Seminary will expect a prompt investigation to be undertaken by law enforcement officials and will support that investigation to the extent requested by law enforcement authorities and within the Seminary's capabilities.

Closing Due to Severe Weather or Another Emergency

In the event that a decision is made to close the Seminary or delay opening due to severe weather or some other extraordinary condition, it will be announced by a general email message and on the website generally not later than 5:00AM of the day of closing.

EMERGENCY CONTACT INFORMATION

On-Campus Medical Emergencies 24/7	212-854-5555
Columbia Security 24/7	212-854-2797
Sexual Violence Response 24/7	212-854-4357
Police and Fire Emergencies 24/7	911
Off-Campus Medical Emergencies 24/7	911
Local 26 Precinct (non-emergency)	212-678-1311

SEMINARY CONTACTS

Hastings Lobby Desk 24/7	212-280-2440 or ext.2440
Student Life Assistants	862-212-0401
Michael Orzechowski <i>Director of Housing & Campus Services</i>	Office: 212-280-1301 Mobile: 917-860-5493